



Topsfield Finance Committee
Minutes to the Meetings
November 2, 2015

I. Call to Order: Karen Dow, Chairman, called the meeting to order at 7:03 PM, with Jon Guido, Lou Ross, and Dana Warren present. Eric Menzer and Michael Hartmann were not present. Also present: Kellie Hebert, Town Administrator (arrived at 7:02 and left 7:26), Boyd Jackson, Selectman (arrived 7:14 and left at 7:26), Martha Morrison, Selectman (arrived 7:02 and left at 7:26), and Stephen Whelan, Town Moderator (arrived 7:02 and left at 7:45). Mike Durant, who may be joining the Finance Committee, was also present for the meeting.

II. Town Administrator Personnel and Capital Item Recommendation: Kellie Hebert distributed the Town Administrator's Status Report to the Finance Committee. She mentioned that a 2% cost of living adjustment would be a good figure this year but will have more information at the next meeting. She requested that 1 or 2 of the members of the committee work with her more closely to develop financial philosophies/guidelines/policies. The discussion will continue at the next meeting and the committee will decide who will participate.

III. Minutes: Dana Warren made a motion to accept the October 19, 2015 minutes as drafted, seconded by Lou Ross, voted in favor 4-0.

IV. FinCom Liaison List: Continued discussion of liaison assignments. The list will be finalized at the next meeting, when all members are present.

V. FY2017 Finance Committee Budget Guidelines: Discussion of the guidelines continued; guidelines should be set at the next meeting. Karen will have more information at that time.

VI. Upcoming Meeting Schedule: The next meeting will occur on November 16, 2015 at 7:00 PM, in the Proctor School Teachers' lounge.

VII. Adjourn: Dana Warren made a motion to adjourn at 8:22 PM, seconded by Lou Ross and voted in favor 4-0.

Respectfully submitted,
Jennifer Davis

Attachments: Senior Scoop Handout
Town Administrator's Status Report